

State Training Center

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TRAINING

My SkillSource

**Self-Paced,
Web-Based Training**



State Training Center
State of California
Department of Personnel Administration

My SkillSource

Conserve your training dollars!

Now with the State Training Center's *My SkillSource* e-learning program you can purchase just one library or as many libraries as you need at any time. Your staff's time begins when you purchase their specific license. This allows all staff to utilize the full one year subscription.

What is *My SkillSource*?

- An on-line, self-paced, stand-alone, web-based training resource
- Dynamic, cutting edge, professional development training right at your desktop - anytime, anywhere!

Features and benefits?

- Reduces training costs and time
- 24 hour access from your desktop anywhere you are connected to the Internet
- Engaging and effective professional training
- Enables employees to conveniently learn at their own pace in the office or at home
- Easily supports staff in the field offices or other remote locations statewide
- Convenient and easy to use
- Technical support available 24 hours a day, 7 days a week
- Very competitively priced

Who can use *My SkillSource*?

Any government professional seeking to improve his/her effectiveness of skills including Management, Business Writing, Communication, Project Management, Delegation, Team Building, Leadership and more.

What is the packaging and pricing for the *My SkillSource* program?

My SkillSource offers seven (7) distinct libraries to choose from. Within these libraries are a total of 117 separate courses. A student's library subscription includes unlimited access to courses and reference within the purchased library for one full year! The following list identifies the libraries offered, number of course(s) in each and their respective cost:

- Finance, 2 courses, \$110
- Interactive Management, 7 courses, \$150
- Project Management, 11 courses, \$70
- Business Performance Support, 59 courses, \$50
- Workplace Safety, 36 courses, \$50
- Situational Leadership, 1 course, \$90
- High Performance Management, 1 course, \$100

Also, prepackaged combinations of libraries are available at discounted prices.

Please see the included insert for specific course descriptions within each library or visit us at our website at www.dpa.ca.gov

“The cost-effective choice for public agencies”

My SkillSource Library Titles and Courses

High Performance Management Library, 1 course, 8 hours, \$100

Audience: New managers making the transition from individual contributorship to management. Appropriate for managers with 1-2 years of experience.

Library includes the following courses:

High Performance Management

Interactive Management Series Library, 7 courses, 32+ hours, \$150

Audience: The library is designed for managers who need focused development in specific areas. It is appropriate for managers with 2-10 years of experience.

Library includes the following courses:

Coaching	Managing Across Difference
Realizing Change	Managing for Creativity and Innovation
Service Success	Teams That Work
Virtual Teams	

Finance Library, 2 courses, 10 hours, \$110

Audience: Junior or Intermediate Finance Staff; Business Managers responsible for budgets or cost-centers. Library includes the following courses:

Finance for Managers	Financial Accounting
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Workplace Safety Library, 36 courses, 150+ hours, \$50

Audience: Any employee that requires awareness of workplace safety policy and OSHA compliance. Library includes the following courses:

AIDS in the Workplace	Americans with Disabilities
Asbestos	Basic First Aid
Basic Respiratory	Bloodborne Pathogens
Compressed Gas	
Confined Space - Entry Level	Confined Spaces Lead Awareness
Crane and Rigging Safety	Criticality Safety
Driver Safety	Drug-Free Workplace
Electrical Safety	Emergency Response
Environmental Management	Excavation, Trenching & Shoring Safety
Fall Protection	Fire Safety
Hand and Power Tools	Hazard Communication
Hearing Conservation	Heat and Cold Stress
Hot Work	Industrial Ergonomics
Laboratory Safety & Awareness	Lead Awareness
Lockout/Tag out	Office Ergonomics
Personal Protective Equipment	Process Safety Management Awareness
Scaffold Safety	Sexual Harassment
Slips, Trips and Falls	Traffic Control (Flagger)
Violence in the Workplace	

-See Other Side For More Libraries-

Business Performance Support Library, 59 courses, 100+ hours, \$50

Audience: Busy Managers who need focused, relevant information. Also appropriate for Customer Service Reps, employees seeking management development skills, or any employee needing professional development resources.

Library includes the following courses:

Assessing Performance	Capitalizing on Change
Coaching	Delegating
Finance Essentials	Focusing on Your Customer
Giving and Receiving Feedback	Hiring
Keeping Teams on Target	Leading a Team
Leading and Motivating	Making a Presentation
Managing Difficult Interactions	Managing for Creativity and Innovation
Managing Upward	Managing Your Time
Negotiating	Preparing a Business Plan
Project Management	Running a Meeting
Setting Goals	Solving Business Problems
Working with a Virtual Team	Writing for Business
Applying Leadership Basics	Basics of Effective Communication
Basics of Effective Selling	Building Strong Customer Relationships
Conducting Performance Reviews	Conflict Intervention
Creating a Strong Leadership Team	Delegating
Developing a Strategic Plan	Discharging Employees
Disciplining and Redirecting Employees	Financial Basics for Non-Financial Mgrs
Intercultural Business Etiquette	Interviewing Job Candidates
Leading Effective Meetings	Leading Effective Teams
Managing a Virtual Office	Managing Change
Managing Projects	Managing Stress
Motivating Employees	Personal Financial Planning
Presentation Skills	Preventing Sexual Harassment for Empl.
Preventing Sexual Harassment for Leaders	Providing Effective Feedback
Qualifying Sales Prospects	Recognizing and Avoiding Burnout
Recognizing and Managing Anger	Recognizing Employee Performance
Setting Performance Goals & Expectations	Solving Problems as a Team
Telephone Sales Skills	Time Management
Understanding & Using Contracts	

Project Management Library, 11 courses, 38+ hours, \$70

Audience: Any employee that has Project Management responsibilities.

Library includes the following courses:

Project Management Fundamentals, Part I	Project Management Fundamentals, Part II
Project Closeout Management	Project Communication Management
Project Cost Management	Project Human Resource Management
Project Integration Management	Project Quality Management
Project Risk Management	Project Scope Management
Project Time Management	

Situational Leadership® Library, 1 course, 8 hours, \$90

Audience: Appropriate for managers of all levels.

Library includes the following course: Situational Leadership®